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LCS MEMBERS PORTAL: USER GUIDE

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1. INTRODUCTION

This guide provides a comprehensive overview of the LCS Members Portal and explains how to complete key activities within it. This includes initial sign-up, applying for accreditation, making amendments to your records, and issuing certificates.

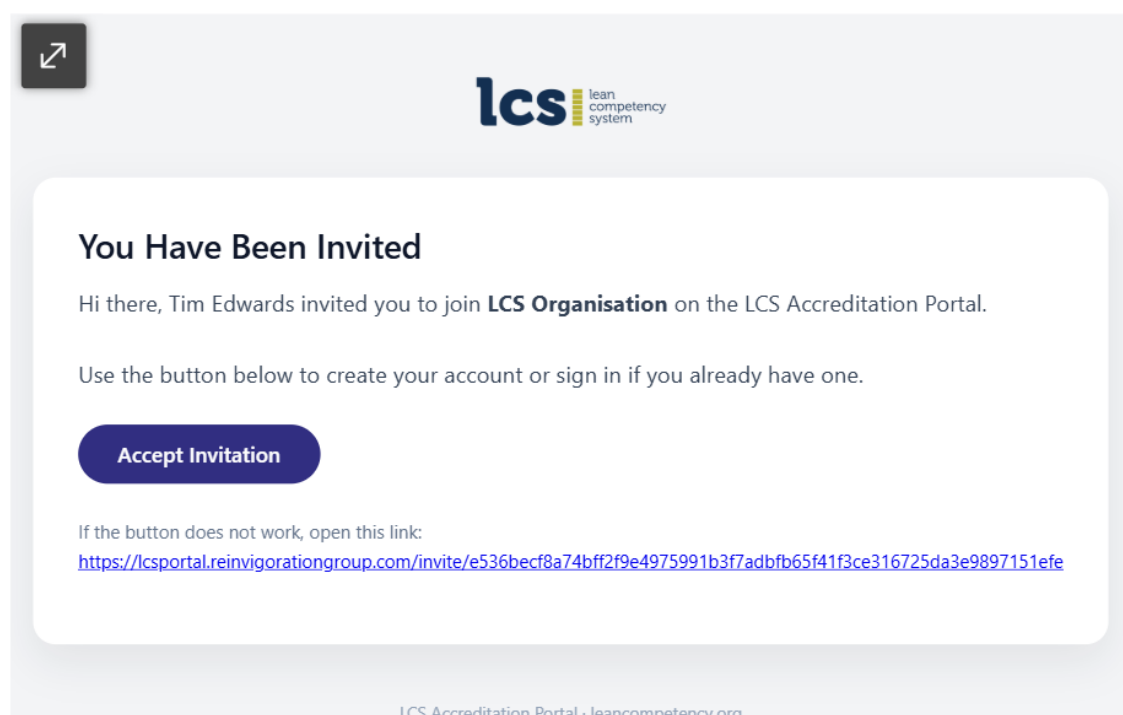
It should be used in conjunction with the [Accreditation Guide](#), and for further support please speak to a member of the LCS Team by contacting info@leancompetency.org.

2. SIGNING UP & CREATING YOUR ORGANISATION

Once you have registered interest in accreditation and spoken to a member of the LCS Team, you will be invited via email to join the LCS Members Portal; please provide the email address of the person who will be completing the application.

If you are an existing accredited organisation signing up to the Portal for the first time, you will receive an invite as part of your invitation to reaccredit.

Your email invite will look like this.



Click '**Accept Invitation**' and you'll be invited to create your account. Once you've entered a few details, you will receive a second email asking you to verify the account. Click '**Verify Email**' and you will be invited to login, using the credentials entered to create the account.

When you first login you will be presented with the following screen where you are invited to complete your Organisation profile. This must be completed before you are able to proceed further.

Organisation profile

Keep these details up to date so the accreditation team has the right contacts for your organisation.

Organisation Details

Organisation name

This field can only be edited by LCS administrators.

Organisation address (including country)

Organisation domain (optional)

Use a shared domain (for example, example.com). Leave blank if you do not have one yet.

Primary Contact

This should be the key contact for the accreditation.

Your name

Role

This field can only be edited by LCS administrators.

Manage Users

Manage badges

Profile summary

Status	PROFILE_PENDING
Slug	lcs-organisation
Last updated	18 Jun 2026, 10:48
Created	18 Jun 2026

One of the fields invites you to upload your company logo – this will be used on your certificates.

Another field invites you to enter financial information required to complete the invoicing process. If you are able to, please complete this here to reduce potential delays to your accreditation.

When you are ready, follow the workflow by entering the relevant details. Once complete click **'Save profile'**.

Providing all mandatory questions have been completed, clicking save will result in a pop-up appearing which confirms the save, and your access to the Portal will now be open and you will see the top banner appear as follows:



This is the main way of navigating around the Portal; click on the words to visit the respective pages.

Whilst you are on the Organisation page, you can also add additional users to your organisation, by selecting **'Manage Users'** in the top right corner. This page will show you active users.

By clicking on **'Invitations'** you will be able to add other people from within your organisation and select the role you would like them to have on the Portal.

Manage users

Invite colleagues to join LCS Organisation and manage existing members.

Members 1 Invitations 0

Organisation members

NAME / EMAIL	ROLE	JOINED	ACTIONS
John Doe (you)	Admin	18 Jun 2026, 10:45	—

There are 3 types of User roles as follows:

Role	Rights & Access
Organisation Admin	Manage all aspects of the Organisation's profile and Accreditation as well as issue certificates.
Contributor	Can create and amend Accreditation details, as well as issue certificates.
Certificate Issuer	Issue certificates only. N.B. You will not be able to add a certificate issuer until after an accreditation submission has been fully approved. You can return to do this at any stage following the same steps. You can select which of your courses you'd like the issuer to have access to issue.

3. APPLYING FOR ACCREDITATION

Once your organisation profile is completed and you are ready to begin completing the accreditation application, navigate to **'Accreditation'** on the top banner:

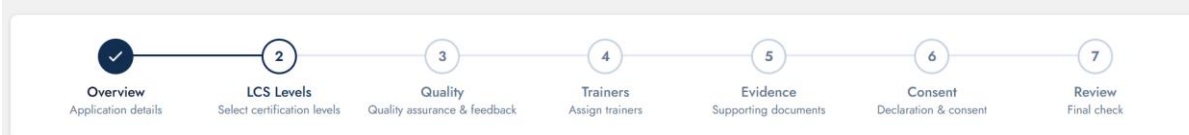


Select **'Start New Application'** to begin the workflow to add your training programme details. You will then see guidance, including a link to the LCS Framework, which you may wish to refer to whilst completing your submission. Then click **'Begin Application'**.

The bubbles at the top will allow you to track your progress through the application. Once you have completed a section, you will be able to navigate back to it at any time by clicking on the relevant number. Your progress is saved automatically.

New Accreditation Application

Complete each section below to submit your organisation's accreditation application.



3.1 OVERVIEW

In this section, the key organisation details will be pre-populated using the data you have already entered. Select **'Initial Accreditation'** and then **'Continue'**.

If you are an existing accredited organisation signing up to the Portal for the first time, you will also select **'Initial Accreditation'**.

3.2 LCS LEVELS

This section is used to tell the LCS about your programme contents and acknowledge that it aligns to the LCS framework.

Begin by selecting the LCS Level(s) you would like to be accredited to. When you click on a level you will be presented with more fields to complete down the page.

LCS Certification Levels

Select which LCS levels you're applying for and complete the questionnaire for each level.

Select LCS Levels

Choose which LCS levels you want to apply for accreditation. You can select multiple levels.

1a Awareness

Typically aligns to White Belt

Individuals at Level 1a should have an awareness and a basic understanding of lean thinking principles and underlying continuous improvement concepts and an ability to understand and articulate...

1b Diagnostic

Typically aligns to Yellow Belt

A practitioner at Level 1b will have knowledge of lean diagnostic, analytical and planning techniques and the ability to use them in the workplace to understand customer/stakeholder value, the current...

1c Improvement

Typically aligns to Green Belt

A practitioner at Level 1c will have the knowledge, understanding and be able to apply lean improvement and implementation techniques.

2a Design

Typically aligns to Black Belt

Level 2a practitioners have in-depth knowledge and understanding of lean techniques required to develop implementation programmes. They can design and communicate strategically...

2b Leadership

Typically aligns to Master Black Belt

Level 2b practitioners have higher levels of responsibility, greater experience through senior CI roles, involvement in significant scope projects with transformational impact, and a maturer understandin...

Please select at least one LCS level to continue with your application.



No levels selected

Select at least one LCS level above to complete the accreditation questionnaire.

If you have multiple courses aligned to an LCS Level, once you have selected the level from the graphic above, an option will appear below it to add more, as the following screenshot displays.

1 level selected for accreditation

1a Awareness ×

Add another course: + 1a Awareness

Once you have selected the desired level(s), scroll down and complete the programme information within **'Course Summary'** (free text) and **'Course Requirements'** (Yes/No tick boxes). Any mandatory questions are marked by a red asterisk (*).

If you need to navigate between different programmes and levels, you can do so by clicking on the following headers:



The Course Requirements section is designed to assess alignment to the LCS Framework, therefore, answering ‘No’ to any element that is a mandatory requirement for accreditation will result in you not being able to proceed with your application.

At the bottom of the page, you will be presented with an option to indicate how many certificates you would like to purchase with your accreditation. This does not need to be completed now, but if you wish to you can. You can purchase certificates at any stage, including during your accreditation cycle by navigating to the ‘**Certificates**’ section on the top banner. Purchased certificates can be issued across any LCS Level, however, you will not have access to them until payment has been completed.

Certificates

Current balance: 0

Roughly how many learner certificates do you expect to issue over this accreditation? This is logged with your application — the LCS team will arrange and invoice it when they process your accreditation. You can also buy more at any time from the Certificates page.

Per-certificate price (by total quantity): 0–99: £25 · 100–499: £22 · 500–999: £17.50 · 1000+: £15

Single certificates

Up to 99

0

100 bundle

100 certificates per bundle

– 0 +

500 bundle

500 certificates per bundle

– 0 +

1,000 bundle

1000 certificates per bundle

– 0 +

Total certificates	0
Price per certificate	£25
Total (excl. VAT)	£0

Save to application — £0

This is logged with your accreditation — no payment is taken now. The LCS team will arrange and invoice it when processing your application.

As you will see from the pricing, the per certificate cost reduces with the higher amount you purchase, and the prices vary depending on whether you’re a Member or Partner.

There is a drop down inviting you to select a currency (GBP, Euro, USD), then use the ‘Single certificates’ box to enter the desired amount up to 99, and the ‘+’ symbol against the relevant bundle for the higher amounts. If you would like to buy an odd number, such as 675, you can add 6 x 100 bundles and enter 75 in the single box. The tool is intuitive and will automatically work out the total certificate cost for the amount you’ve entered based

on the pricing brackets. If you wish to add these now, ensure you click '**Save to Application**' prior to continuing.

Once you have completed all the mandatory fields within this section, you will be able to select '**Continue**' at the bottom of the page to move to section 3, '**Quality**'. If the 'Continue' button is greyed out, this means you either haven't completed all mandatory questions, or, you have selected 'No' to one of the mandatory framework requirements.

3.3 QUALITY

There are just two questions in this section which is asking for information on how you collect feedback on your courses, and how improvements are managed.

If you have multiple courses and the feedback and improvement methods differ, for example if one is virtual and another is classroom-based, please provide information about both.

These are mandatory questions and you will not be able to select '**Continue**' until they are completed.

3.4 TRAINERS

This section is seeking information about the people who will provide the training, coaching, and project support to your learners. The people added here will, if they meet the criteria, become 'Approved Trainers' as part of your organisation's accreditation. They will also receive an 'Approved Trainer' certificate.

When you first land on the Trainers page you will see the message below. Proceed by clicking on '**Open Trainers Portal**'. This will open a new tab in your browser.

Assign Trainers
Select the trainers from your organisation who will deliver this accredited programme.

**No trainers have been added yet**
Before you can assign trainers to this application, you need to add them via the Trainers Portal.

Follow these steps:

1. Click the button below to open the **Trainers Portal**
2. Add one or more trainers with their qualifications and experience
3. Return to this page and click **Refresh** to see your trainers

[Open Trainers Portal](#) [Refresh this page](#)

You can access the Trainers page at any time during your accreditation period by selecting the '**Trainers**' tab from the banner at the top.



Trainers
Manage your organisation's trainers who deliver accredited training.

Active Trainers: 0

Internal: 0

External: 0

No trainers yet
Add trainers who will deliver your accredited training programmes.

+ Add Your First Trainer

+ Add Trainer

From this page you can add trainers by selecting 'Add Your First Trainer' or 'Add Trainer'.

A pop-up will appear inviting you to complete the mandatory information required.

Add Trainer
Add a new trainer to your organisation.

Full Name *
John Smith

Email Address *
john@example.com

Trainer Type
Internal (Employee)

Qualifications *
List relevant qualifications...

Improvement Experience *
Describe lean/continuous improvement experience...

☐ This trainer is already LCS-qualified to deliver training
Levels from certificates issued through the portal are added automatically — only record qualifications gained elsewhere here.

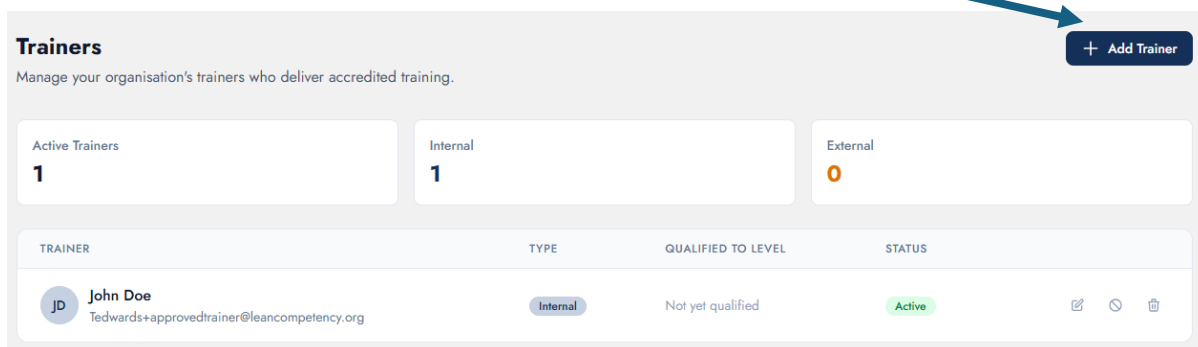
Cancel Add Trainer

Under 'Qualifications' and 'Improvement Experience', please provide evidence that this person has the skills and experience to deliver training and coaching at the appropriate LCS Level. For example, if a trainer will be delivering an LCS 1c programme, we would expect that person to have the skills and experience of a 1c or above. It is not essential that they themselves are certified.

When you submit the application, we will review the trainer qualifications and experience, and if one of the trainers does not meet the threshold, you will be invited to amend the list of trainers.

Once all fields are completed, click 'Add Trainer' and the entry will appear in the trainer dashboard as below.

If you need to add more, you can do so by clicking 'Add Trainer'.



Trainers
Manage your organisation's trainers who deliver accredited training.

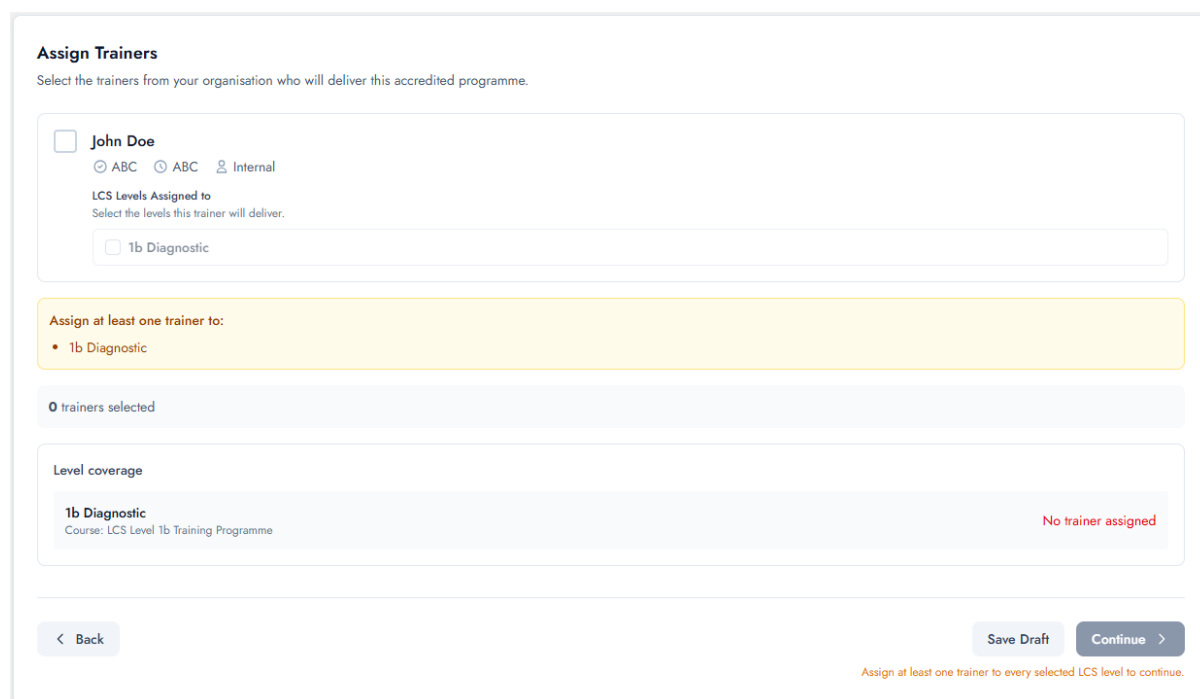
Active Trainers: 1 | Internal: 1 | External: 0

TRAINER	TYPE	QUALIFIED TO LEVEL	STATUS
 John Doe Tedwards+approvedtrainer@leancompetency.org	Internal	Not yet qualified	Active

Once you have added all your trainers, you can return to your accreditation application by closing the browser window you are on (the one with the 'Trainers Portal' open).

Refresh the page and the information you entered in the Trainers Portal will now appear.

You will now be invited to select which trainers will deliver/coach against each of your courses. If your trainers are delivering all courses, please ensure all boxes are ticked but in the event of a trainer only delivering one course, ensure the appropriate box is selected. For example, you may have courses from Level 1a through the 2b, but one of your trainers may only be experienced to deliver 1a through 1c.



Assign Trainers
Select the trainers from your organisation who will deliver this accredited programme.

☒ **John Doe**
 ABC ABC Internal
 LCS Levels Assigned to
 Select the levels this trainer will deliver.
☐ 1b Diagnostic

Assign at least one trainer to:
 • 1b Diagnostic

0 trainers selected

Level coverage
 1b Diagnostic
 Course: LCS Level 1b Training Programme
 No trainer assigned

< Back | Save Draft | Continue >

Assign at least one trainer to every selected LCS level to continue.

You will not be able to proceed from this page until all your courses have at least one trainer assigned to it. When ready, select 'Continue' to advance to the 'Evidence' page.

3.5 EVIDENCE

In this section you can upload any supporting evidence for your application, for example samples of training materials and project workbooks.

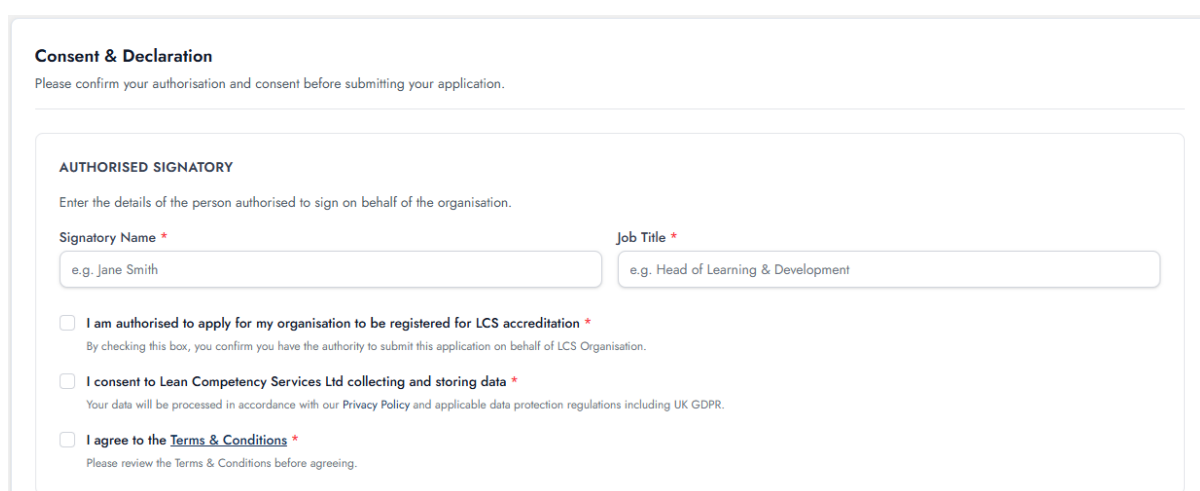
There are two methods of upload, the first being drag and drop, the second clicking '**Select Files**'. Please note there is a 10MB upload limit per file, so larger files (e.g. training slides) will need to be PDF'd.

Once the section is complete, click, '**Continue to Consent**'.

3.6 CONSENT

Prior to submitting the entry for accreditation, you will need to check all 3 boxes on this page to consent and agree to the Terms and Conditions. There is a link provided to review the T&C's, which can also be found on the LCS website.

If you cannot consent to all 3 statements, we will not be able to accredit your organisation.



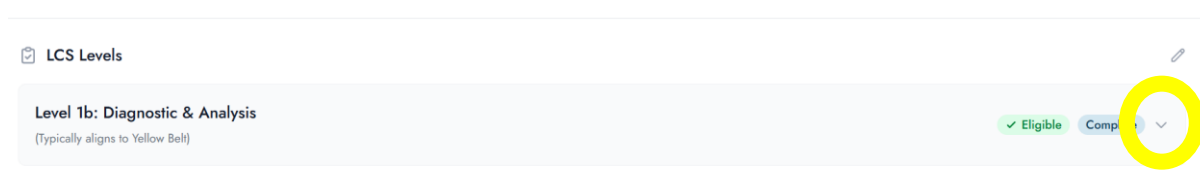
The screenshot shows the 'Consent & Declaration' section of the application form. It includes a sub-header 'AUTHORISED SIGNATORY' and instructions to enter details of the person authorized to sign. There are two input fields: 'Signatory Name' (with example 'e.g. Jane Smith') and 'Job Title' (with example 'e.g. Head of Learning & Development'). Below these are three checkboxes for consent, each with explanatory text: 1) 'I am authorised to apply for my organisation to be registered for LCS accreditation', 2) 'I consent to Lean Competency Services Ltd collecting and storing data', and 3) 'I agree to the Terms & Conditions'.

Once you have provided the name and job title of the authorised signatory, you can continue to the review page by selecting '**Continue to Review**'. If you are not the authorised signatory, please ensure you have spoken to the relevant person within your organisation prior to completing these fields.

3.7 REVIEW

This section will allow you to review the information you have entered thus far, prior to submitting. If you have any questions prior to submission, please contact the LCS Team.

To view the information about the LCS Levels you have selected, press the down arrow on the right-hand- side of this entry:



The screenshot shows the 'LCS Levels' section. It lists 'Level 1b: Diagnostic & Analysis' with a note '(Typically aligns to Yellow Belt)'. To the right of the level name are two buttons: 'Eligible' (green) and 'Complete' (blue). A yellow circle highlights a small downward-pointing arrow icon next to the 'Complete' button, indicating where to click to expand the details.

If you spot any errors or would like to make amendments at this stage, you can do so by using the pencil symbol on the right-hand side of each section heading.

Once you have completed all the steps in the workflow and are ready to submit, click **'Submit Application'**. You will not be able to make any amendments to your records whilst your submission is under review so please ensure you are satisfied prior to submission.

3.8 POST SUBMISSION & ACCESSING YOUR INFORMATION

The LCS Admin, will be notified and your submission will be reviewed. If your application needs editing, you will receive an email notification and can return to the portal to make the necessary amendments prior to resubmission.

If the submission is approved, you will receive an email notification and you will also be invited to book a sign-off meeting with a member of the LCS Team. Here you will agree a start date, discuss your application for accreditation, as well as how to make the most of your LCS Accreditation. Following the sign-off meeting, your accreditation will become "live" in the Portal but you will only be able to issue learner certificates after the agreed start date.

By clicking on **'Accreditation'** in the top banner, you will now be able to see the status of your accreditation and clicking **'View'** will allow you to see the details.

To access your organisation's certificates of accreditation, navigate to the **'Certificates'** page on the top banner. Here you will see an Approved Trainer certificate for each of your nominated Trainers as well as your Accredited Organisation certificate. These can be accessed by selecting **'View'** and also downloaded. Please note each of these certificates will have an expiry date aligned to the agreed accreditation dates, and the Approved Trainer certificate(s) will state the highest level of lean certification that individual is approved to deliver at. This information is derived from the level you assigned that person during the submission process.

You will also be able to access the digital badges associated with your accreditation. To access these, navigate to **'Organisation'** on the top banner, then select **'Manage badges'**. Here you will be able to download the Accredited Company Badge, Approved Trainer Badge, and the LCS Level Badges relevant to your accreditation.

4. CERTIFICATE MANAGEMENT & ISSUING

Everything to do with certificates can be accessed via **'Certificates'** in the top banner where you'll be presented with this screen.

4.1 BUYING CERTIFICATES

You may have opted to purchase certificates as part of your initial application, however, the facility will also exist here at any stage from initial application until your accreditation ends. Click **'Buy certificates'**, and you will be invited to select a currency (GBP, Euro, USD) and then use the navigation to select the number of certificates you'd like to purchase.

As you will see from the pricing, the per certificate cost reduces with the higher amount you purchase, and the prices vary depending on whether you're a Member or Partner.

There is a drop down inviting you to select a currency (GBP, Euro, USD), then use the 'Single certificates' box to enter the desired amount up to 99, and the '+' symbol against the relevant bundle for the higher amounts. If you would like to buy an odd number, such as 675, you can add 6 x 100 bundles and enter 75 in the single box. The tool is intuitive and will automatically work out the total certificate cost for the amount you've entered based on the pricing brackets.

4.2 MANAGING SIGNATORIES

Before issuing a certificate, you will need to set up a signatory. Click **'Manage Signatories'**, then **'Add Your First Signatory'**.

You will now be invited to give this signatory a title so that it is easily identifiable when you come to issue a certificate (helpful if you intend to have multiple signatories). Add your signatory's name and title in the free text fields, and their signature using the file upload interface. Click **'Add Signatory'** and you will now see a list of those you've added. The first signature you add will become the default one associated with your accreditation. You can edit and remove existing ones or add more using the relevant page buttons.

SIGNATURE NAME	SIGNATORY	SIGNATURE
CEO Default	Bob Smith CEO	 Edit Remove

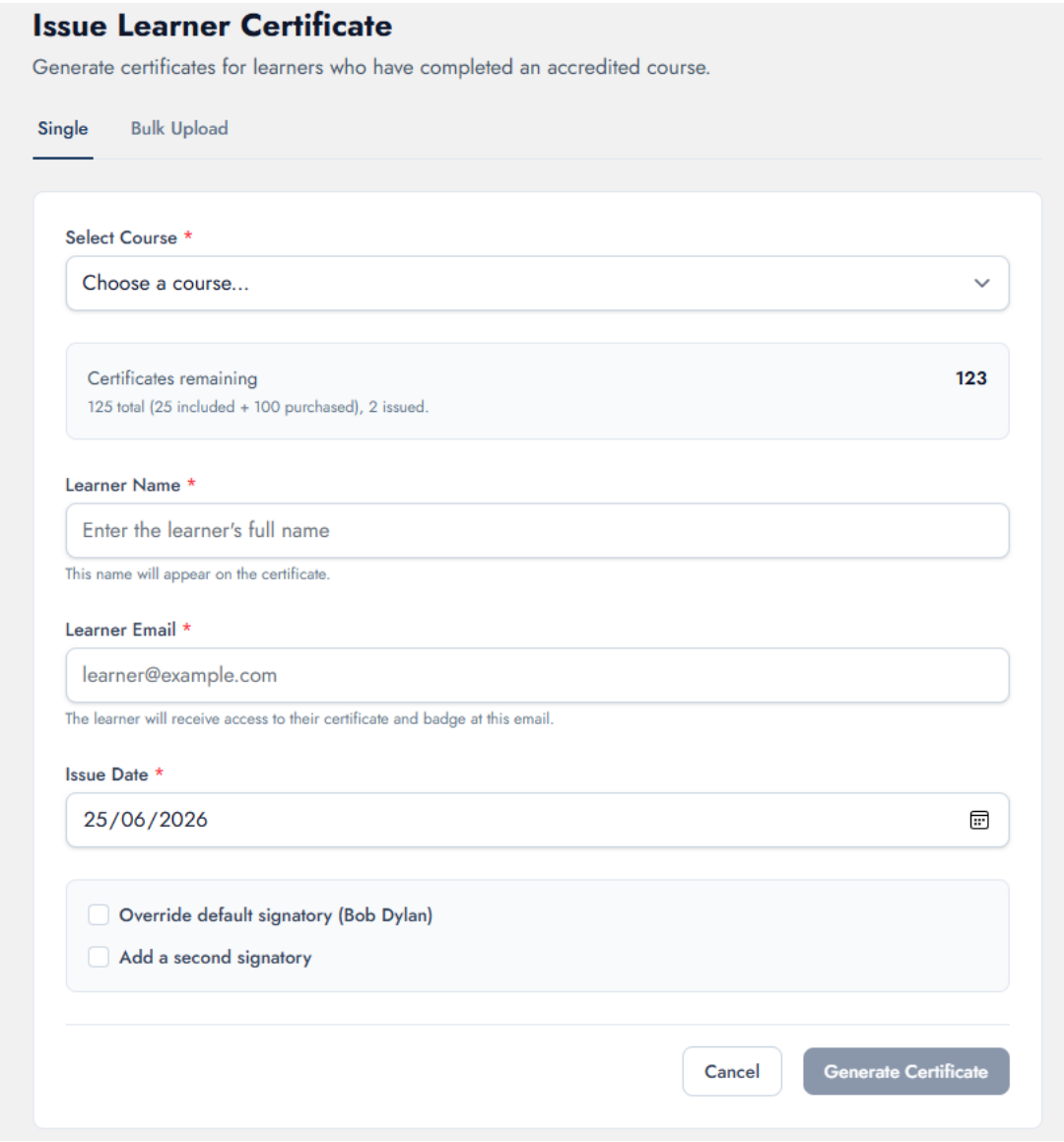
If you wish to include a second signatory on your certificates, add another signatory, remembering to give it an easily identifiable name. Please note, you will need to select the box to add this second signature at the point of issuing – please see section 4.3. Once a

second is added, you will be able to set that as default if you wish, using the 'Set default' button on that line item.

4.3 ISSUING CERTIFICATES

Please be aware, you will not be able to issue certificates until your accreditation start date and certificates have been selected and purchased as part of your accreditation (see section 4.1 for help on doing this).

To issue a certificate, select 'Issue Learner Certificate' from the 'Certificates' page. You will see the following screen.



The screenshot shows the 'Issue Learner Certificate' form. At the top, it says 'Generate certificates for learners who have completed an accredited course.' Below this are two tabs: 'Single' (selected) and 'Bulk Upload'. The form contains several fields: a 'Select Course' dropdown menu with the placeholder 'Choose a course...'; a box showing 'Certificates remaining' as 123, with a sub-note '125 total (25 included + 100 purchased), 2 issued.'; a 'Learner Name' text field with the placeholder 'Enter the learner's full name' and a note 'This name will appear on the certificate.'; a 'Learner Email' text field with the placeholder 'learner@example.com' and a note 'The learner will receive access to their certificate and badge at this email.'; an 'Issue Date' date field showing '25/06/2026' with a calendar icon; and two checkboxes: 'Override default signatory (Bob Dylan)' and 'Add a second signatory'. At the bottom right are 'Cancel' and 'Generate Certificate' buttons.

Use the drop-down to select the course the learner has completed, then enter their name as it should appear on the certificate, as well as their email address, and the issue date. They will receive a link to access the certificate, as well as the digital badge (see section 4.4).

If you wish to issue the certificate with the default signature you assigned in the previous step, then simply click **'Generate Certificate'**.

If you'd like to issue the certificate with an alternative signature, click **'Override default signatory'** and select your preference, prior to selecting **'Generate Certificate'**.

If you'd like two signatories to appear on your certificate, select **'Add a second signatory'**, again selecting your preference, prior to selecting **'Generate Certificate'**.

If you have many certificates to issue at the same time, you can do so by selecting **'Bulk Upload'**.

You will again be invited to select the relevant course, and your signatory details as per the steps for generating a single certificate, but instead of entering learner's names in singles, you can upload their names on a spreadsheet. We suggest you download the template using the link on the page and enter the details without amending formatting, to ensure this works correctly.

The screenshot displays the 'Issue Learner Certificate' interface. At the top, the title 'Issue Learner Certificate' is followed by the instruction 'Generate certificates for learners who have completed an accredited course.' Below this, there are two tabs: 'Single' and 'Bulk Upload', with 'Bulk Upload' being the active tab. The main content area includes a 'Select Course *' dropdown menu with the placeholder text 'Choose a course...'. Below the dropdown are two checkboxes: 'Override default signatory (Bob Dylan)' and 'Add a second signatory'. A section labeled 'Certificates remaining' shows a balance of '122' and a note: 'Bulk issuance stops once the balance is reached; remaining rows are reported as errors.' At the bottom, there is an 'Upload CSV *' section with a 'Choose File' button, the text 'No file chosen', and a 'Download template' link. A footer note states: 'CSV with columns: Name, Email, Issue Date. Maximum 200 rows.'

Once uploaded, select **'Parse & Preview'** to check the data you have entered is correct. If you spot an error, you can cancel and re-upload an edited file. Once satisfied, select **'Issue X Certificates'**. The amount will reflect the number of entries in your spreadsheet, and this amount will be deducted from your balance.

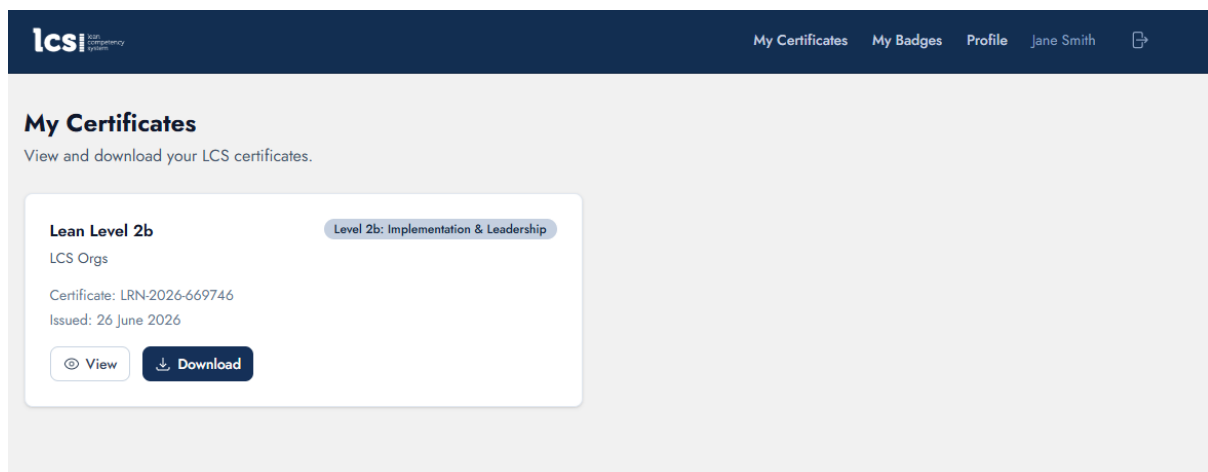
If issuing in bulk, it will take a few seconds to issue, please don't navigate from the page until the you have received confirmation they have been generated.

Your certified learners will now receive an email inviting them to create an account in the portal to view and download their certificate and badge. Please note, this type of account will only have access to the certificates issued to them. They will not be able to view or access any organisation or accreditation details.

4.4 ACCESSING PERSONAL CERTIFICATES

As an organisation admin, you can view and download issued learner certificates at any time from the '**Certificates page**'. You can use the search bar to find an issued certificate using the learners name or certificate reference number.

Learners can access their own certificate on the Portal by following the link that is emailed to them and then following the instructions to create an account. Once logged in they will see this page which displays the certificates they have been awarded:



The certificate can be viewed or downloaded by selecting the appropriate button.

Clicking on '**My Badges**' on the top banner will take you to the page where you can view or download a digital badge, which represents the LCS Level(s) you have been awarded. If you are awarded more levels in the future, they will also appear in this account.

By visiting the '**Profile**' page you will be able to see and edit your name (this won't change your certificate) and the email registered to the account.

If you need to amend an email associated with your account, please contact the LCS Team (info@leancompetency.org). We recommend you do this in the event of changing employer, so that you can always access your certificate in the future.

4.5 ISSUING AS A NOMINATED CERTIFIER

If you have been invited to the role of 'Certificate Issuer' within your organisation, follow the instructions in the invitation email to create your account.

You will only have access to the '**Certificates**' page and can only issue certificates at a level assigned to you by your organisation's admin.

You will also be unable to manage signatories – this should be completed by the Organisation Admin, or by someone with the role of Contributor.

To issue a certificate, follow the steps described in section 4.3.

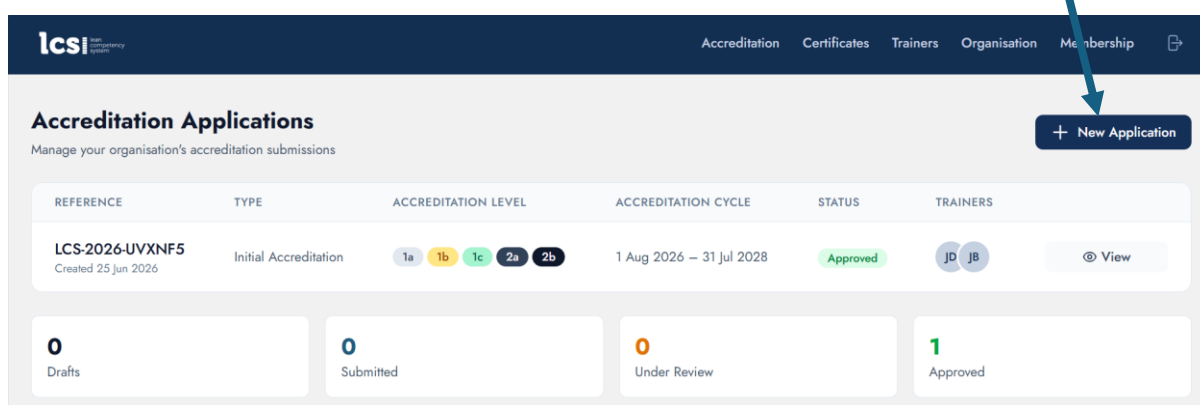
5. MAKING AMENDMENTS

Please be aware amendments are subject to the following fees:

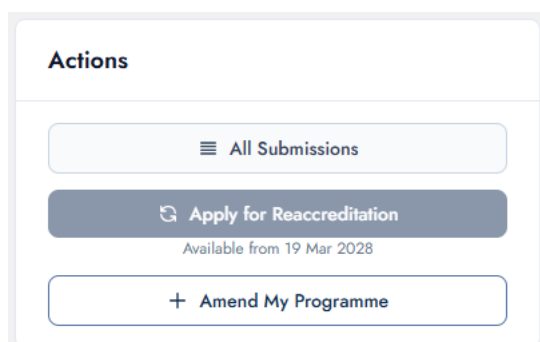
Type of Change	Amendment Fee
Course Material Changes	£500 + VAT (€600/\$700)
Adding of Levels	£500 + VAT (€600/\$700)
Addition or removal of Approved Trainers	None
Upgrading your membership tier	Price difference between existing and new tier

5.1 COURSES, LCS LEVELS, AND ASSIGNING TRAINERS

Once your accreditation is active, you may wish to amend the information held on your courses or enhance your programme with additional LCS Levels. To do this in the Portal, navigate to the **'Accreditation'** section at the top banner. From here you can see a list of your accreditation submissions, and you can access a record by selecting **'View'**



The screenshot shows the 'Accreditation Applications' section of the LCS Members Portal. At the top, there is a navigation bar with links for Accreditation, Certificates, Trainers, Organisation, and Membership. Below this, the 'Accreditation Applications' header is followed by the subtext 'Manage your organisation's accreditation submissions'. A '+ New Application' button is located in the top right corner. The main content area features a table with columns: REFERENCE, TYPE, ACCREDITATION LEVEL, ACCREDITATION CYCLE, STATUS, and TRAINERS. A single row is visible for 'LCS-2026-UVXNF5', which is an 'Initial Accreditation' created on 25 Jun 2026. It shows levels 1a, 1b, 1c, 2a, and 2b, with a cycle from 1 Aug 2026 to 31 Jul 2028, and a status of 'Approved'. Trainers JD and JB are listed. A 'View' button is next to the trainers. Below the table, there are four summary cards: '0 Drafts', '0 Submitted', '0 Under Review', and '1 Approved'.



The 'Actions' sidebar contains three buttons: 'All Submissions' (with a menu icon), 'Apply for Reaccreditation' (with a refresh icon and the text 'Available from 19 Mar 2028'), and '+ Amend My Programme'.

Scroll down, and on the right-hand side you will see the following interface; select **'Amend my Programme'**. This will unlock all the details associated with your original application and allow you to amend and add as necessary.

All changes made here will need to be approved by the LCS Team prior to becoming active against

your accreditation, therefore you will need to navigate through the steps and select **'Submit Application'**. Please note you will need to provide consent and acceptance of the T&C's as with the original application prior to submitting a request for amendments.

You will be notified via email whether your requested amendment needs revising or whether it's approved. Depending on the type and the extent of the changes requested, the LCS Team may also invite you to a meeting to discuss them.

Once approved, you'll be able to view the approved amendment by clicking into the **'Accreditation'** page using the top banner, then **'View'**. Please note, the most recent entry, i.e.. the one at the top, will be the main record of your accreditation. Previous entries will exist for reference only.

REFERENCE	TYPE	ACCREDITATION LEVEL	ACCREDITATION CYCLE	STATUS	TRAINERS
LCS-2026-W3PMNB Created 25 Jun 2026	Amendment	1a 1b 1c 2a 2b	1 Aug 2026 – 31 Jul 2028	Approved	JD JB View
LCS-2026-UVXNF5 Created 25 Jun 2026	Initial Accreditation	1a 1b 1c 2a 2b	1 Aug 2026 – 31 Jul 2028	Approved	JD JB View

5.2 LIST OF APPROVED TRAINERS

If you wish to add Approved Trainers to your programme you should do so by following the steps in section 5.1. This will allow you to edit or add trainers and assign them to the appropriate LCS Level they will be training/coaching at. For example, in the screenshot below, John is assigned to 1b only, and Jane isn't assigned to any.

Assign Trainers

Select the trainers from your organisation who will deliver this accredited programme.

☒ **John Doe**
 ABC ABC Internal
 LCS Levels Assigned to
 Select the levels this trainer will deliver.
☒ 1b Diagnostic
☐ 1c Improvement

☐ **Jane Doe**
 ABC ABC Internal
 LCS Levels Assigned to
 Select the levels this trainer will deliver.
☐ 1b Diagnostic
☐ 1c Improvement

If the only detail amended is Trainer related, there will be no amendment fee.

You can edit an existing trainer's qualifications or experience at any time without amending your programme by navigating to the **'Trainers'** tab from the top banner. To edit an existing entry, click the 'edit' button on their entry – the square box with a pen in it (see below). You can also deactivate a trainer from your programme using the 'no entry symbol', or delete them entirely, for example if they left the organisation, using the 'bin symbol'.

Trainers
 Manage your organisation's trainers who deliver accredited training.

+ Add Trainer

Active Trainers
1

Internal
1

External
0

TRAINER	TYPE	QUALIFIED TO LEVEL	STATUS
 John Doe Tedwards+approvedtrainer@leancompetency.org	Internal	Not yet qualified	Active

You can also add new trainers from this page by selecting the **'Add Trainer'** button although as explained above this will not automatically assign them to one of your courses.

5.3 ORGANISATION DETAILS

Some organisation details, including the logo, and invoicing details, can be amended in the **'Organisation'** section by your Organisation admin, but not those with the role of Contributor or Certificate Issuer. Fields which are not editable are greyed out and are accompanied by a short statement explaining they can only be edited by an LCS Admin. To amend any of these details, please contact the LCS Team who will discuss the changes with you prior to making them in the portal.

5.4 MEMBERSHIP TIER

When you first spoke to a member of the LCS Team about accrediting, you will have been provided with information about our Member and Partner tier benefits. These can also be found on our website, and in the LCS Portal by selecting the **'Membership'** page from the top banner.

Here you'll be able to view the benefits associated with your current plan, as well as review the other options and their prices. There is a currency toggle, should you wish to amend the default currency from GBP to Euro or USD.

If you'd like to amend your plan, scroll to the bottom of the page and select **'Request this plan'**.

The LCS Team will review your request, and you will be invoiced for the difference in price between your original plan and the chosen new one. Any additional certificates provided by a higher plan will automatically be added to your certificate balance following approval, for example if you transfer to Premium.

Please note, it is not possible to downgrade your plan during an accreditation cycle. This can only be done at the point of reaccreditation.

6. REACCREDITATION

3 months prior to the expiry date of your organisation's accreditation, you (or your nominated company admin) will receive an email reminder from the LCS Portal advising that the reaccreditation window has opened.

To access the workflow to complete the reaccreditation process, navigate to the **'Accreditation'** page via the top banner. Here you can see when your accreditation began and is due to expire. If you are within 3 months of the expiry date, press **'View'** on the most recent entry.

Scroll down and on the right-hand side you will see an **'Apply for Reaccreditation'** button. Select this to begin the reaccreditation process.

If you are not within 3 months of expiry, the button will be greyed out, and a message will say when it's available from.